

SECRET

RECORDS MANAGEMENT PROGRAM

SURVEY REPORT OF THE

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

Office of Director

25X1

PREPARED BY

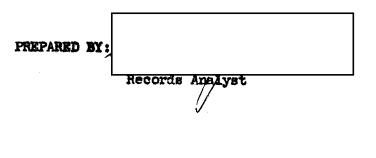
16 December 1963

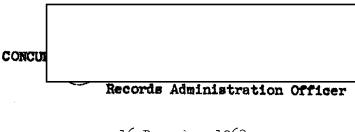
Approved For Release 2006/04/13 : CIA-RDP72-00038R000100200001-7

GROUP 1 Excluded from automaii downgrading and

RECORDS MANAGEMENT SURVEY

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY





16 December 1963
Date

25X1

25X1

SECRET

RECORDS MANAGEMENT SURVEY

DEPUTY DIRECTOR/SCIENCE AND TECHNOLOGY

	1.	P	JRP08	E -	To	conduct a	a su	rvey of	the	Records	Mai	nagement I	rogi	am
and	to	pre	are	Reco	ords	Control	and	Vital	Recor	rds Depo	sit	Schedules	in	the
						Director								

2. BACKGROUND - At the request of the Executive Officer a survey of
the Records Management Program was conducted by Area Records
Officer for DD/S&T, andof this staff. This survey included com-
piling an inventory of the records holdings in all offices of DD/SAT with
the exception of OBA, OSI, and Office of Computer Services. In preparing
this inventory, information as to the use and value of each record category
was obtained from responsible officials. From these facts Records Control
Schedules - master plans for the retention, retirement and disposition of
DD/S&T records were developed. These schedules were discussed with and
concurred in by the component chiefs. Records Control Schedules were not
developed for OSA, OSI, and Office of Computer Services for the following
reasons:

- a. We were requested to complete all other elements of DD/S&T prior to proceeding with OSA.
- b. A very fine revised Records Control Schedule for OSI prepared by was approved by me in August 1963. A copy of my approval is attached.
- c. The Office of Computer Services was only recently transferred to DD/S&T. A schedule developed for them when they were DD/S/ADPshould be updated.

Development of a Vital Records Deposit Schedule was delayed in order that we could give priority to the preparation of Records Control Schedules.

3. FINDINGS

- a. These Records Control Schedules indicate that the records holdings for all elements of DD/S&T exclusive of OSA, OSI, and the Office of Computer Services, total 564 cubic feet.
- b. The Agency approved Subject-Numeric file system was found in only three components.
- c. Many records were being retained beyond their usefulness because authority for their destruction through Records Control Schedules did not exist.

25X1

SECHLI

- d. There appeared to be an unnecessary amount of duplication in the development of reference files.
- e. Some personnel were unaware of the services available at the Agency Records Center.
- f. Several offices had boxes of records awaiting retirement to the Records Center upon approval of the attached Records Control Schedules.
- g. In several offices Top Secret materials were being separated from the appropriate subject, case, or project file and filed in a separate drawer or safe set aside for Top Secret materials exclusively.

4. RECOMMENDATIONS

- a. THAT THE RECORDS CONTROL SCHEDULES BE APPLIED INSCHOLATELY.
- 1. Application of the BD/S&T Records Control Schedules will assure that records considered of permanent value will not be destroyed. Adherence to these schedules will provide an efficient and economical records disposition program which will result in substantial monetary savings through more advantageous use of office space and equipment.
- b. THAT THE RECORDS CONTROL SCHEDULES BE KEPT UNDER CONSTANT REVIEW.
- l. The Record Categories as defined in the attached schedules reflect the current functions of each office. As these functions change, the Records Control Schedules should be revised to reflect the change in responsibilities. Proper documentation should be entered on the schedules to reflect all actions (additions or deletions) which will occur subsequent to the implementation of these schedules.
- 2. Records Control Schedules should be reviewed annually by the DD/SAT Records Management Officer.
- C. THAT THE AGENCY SUBJECT-NUMERIC FILE SYSTEM BE INSTALLED IN ALL COMPONENTS OF DD/SMT.
- 1. A review of the various file systems throughout DD/SAT indicate that only a very few offices are using the Agency Subject-Numeric system. Adoption of the Agency approved filing

SECRET

system will provide uniformity, easy filing, quick reference and prompt retrievability of material previously filed, making it adaptable to conditions resulting from rotation of personnel from office to office. We would be very happy to assist your Records Officer in organizing a Filing Workshop which would familiarize file custodians with the Agency Subject-Numeric system.

- d. That an attempt be made, wherever possible, to centralize reference materials.
- 1. The building and maintaining of individual collections of reference materials in offices where responsibility for maintaining a centralized collection exists elsewhere, should be discontinued.
- e. THAT ALL RECORDS CUSTODIANS OF DD/SAT BE INDOCTRINATED IN THE PROPER METHOD OF PREPARING INACTIVE RECORDS FOR TRANS-FER TO THE RECORDS CENTER.
- 1. This can best be accomplished through the presentation of a workshop by the Chief of our Records Center. We will be very happy to work with your Records Officer in arranging such a workshop.
- 1. THAT TOP SECRET MATERIAL NOT BE SEPARATED FROM ITS APPROPRIATE CASE, SUBJECT, OR PROJECT FILE.
- 1. By filing Top Secret materials in a separate safe the continuity of a file is broken and retrievability of the Top Secret materials is complicated. This system also requires that a continuity sheet be prepared for filing in the appropriate file.
- g. THAT RECORDS CONTROL SCHEDULES BE DEVELOPED FOR THE OSA AND OFFICE OF COMPUTER SERVICES.
- 1. This office will be very happy to assist in updating Records Control Schedules to reflect current status of these offices.